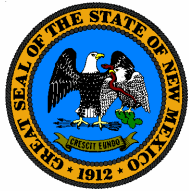


VILLAGE OF JEMEZ SPRINGS



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PAM GRIDER
Mayor Pro-Tem

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DAVID P. RYAN
Trustee

MANO SANCHEZ
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ROGER SWEET
Trustee

REQUEST FOR PROPOSALS

Be advised that the Jemez Springs Lodger's Tax Board is requesting proposals for professional website design.

The deadline to submit a proposal is Monday, August 15, 2016, at 4:00 P.M. Proposals may be emailed, mailed, or delivered in person. Email to: vclerk@jemezsprings-nm.gov include "LTB Web Design" in the subject line. Mail to: Village of Jemez Springs, ATTN: Village Clerk, P.O. Box 269, Jemez Springs, NM 87025 or deliver to 80 Jemez Springs Plaza, Jemez Springs, NM 87025. Proposals will be reviewed by the Lodgers' Tax Board.

Background

The Village of Jemez Springs has spent over six months developing a marketing plan to help grow the local economy. The plan identified the website as a key component for generating new visits to Jemez Springs. The current Village website uses jemezsprings.org for both citizen services and visitor services. The design and current configuration do not adequately meet the needs of either. The purpose of this request for proposal is to obtain technical and design services to build an engaging visitor services/ tourism-focused website.

Requirements

1. The website will be hosted by a third party and paid for directly by the Village of Jemez Springs.
2. The website will need to utilize a content management system (CMS).
 - a. Enforce security by implementing industry accepted best practices.
 - b. Create roles for site administrators, content approvers, and content creators.
 - c. The CMS will need to be well-established and commercially available.
3. Website sections will include: Calendar, news, events, galleries, services, tourist attractions, itineraries, about us, and contact us.
4. Connections to social media through out the website.
5. Photos
 - a. Photos will need to be uploaded by multiple people based on account roles.
 - b. Multiple photo galleries will need to be created for the site.
 - c. A photo repository will need to be created for the Village to store approved photos for marketing use. This repository will not be available for the general visitor to view, but stored as an option for the content creators to pull from.

Deliverables

1. Recommendations for three third party hosting plans and the reasons to choose each.
2. Three proposed designs with a homepage mock up, and wireframes to explain the site and navigation.

3. The creation of a repository to store digital assets (photos, videos, etc.) not available for the general visitor to view.
4. A completed functioning website hosted on the Board's web server based on the approved design and wireframes.
5. Turnover of all administrative rights to the sight.